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Canada

Canada

Governance and Recordkeeping Around the World, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

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Contents

- Section 1—General News 3
 - Canada 3
 - Federal Government—Library and Archives Canada..... 3
 - Federal Government—Treasury Board of Canada Secretariat 3
 - Government of Ontario 3
 - Australia 3
 - Bahrain 4
 - France..... 4
 - Germany..... 4
 - New Zealand 4
 - Scotland 4
 - Singapore 5
 - United Arab Emirates..... 5
 - United Kingdom 5
 - United States..... 5
 - Federal Government 5
- Section 2—Events 6
 - Annual Meetings and Conferences..... 6
 - National..... 6
 - International 7
- Section 3—Current Trends and Products 8
 - Recordkeeping: Current Developments, Projects and Future Initiatives 8
 - Canada 8
 - Australia 8
 - Europe..... 8
 - France..... 8
 - Italy..... 9
 - Sweden..... 9
 - United Kingdom 9
 - United States..... 9
 - Global 9
 - Products and Tools from Around the World..... 10

Canada	10
Australia	10
France.....	10
New Zealand	10
Switzerland.....	11
United Kingdom	11
United States.....	11
Global	11
Studies and Surveys	12
United States.....	12
Global	12
Section 4—Selected Readings and Recordings.....	13
Articles, White Papers, Presentations, Reports, Videos and Podcasts	13
Canada	13
Australia	13
France.....	13
Ireland	14
United Kingdom	14
United States.....	14
Books.....	15
Selected Readings	15

Section 1—General News

Canada

Federal Government—Library and Archives Canada

[Gatineau 2 Preservation facility to be operational by 2021](#)

Library and Archives Canada has received approval to plan and develop a new preservation facility (referred to as “Gatineau 2”), which will be located next to the existing Preservation Centre in Gatineau, Quebec. Gatineau 2 will provide appropriate preservation and access space for analogue archival holdings.

Federal Government—Treasury Board of Canada Secretariat

[Digital services to be modernized](#)

The government has announced the creation of a Canadian Digital Service whose purpose is to modernize the way the Government of Canada designs and delivers digital services.

See also: [“Inside the Canadian Digital Service”](#); [“Adapting the Government of Canada to a new digital and interconnected era”](#); and [“The Government of Canada’s Information Technology Strategic Plan”](#) (Alex Benay, Chief Information Officer, for the Government of Canada)

Government of Ontario

[Information and Privacy Commissioner recommends modernizing access and privacy laws](#)

Seven key recommendations are made in the Commissioner’s annual report, including modernizing Ontario’s access and privacy laws.

Australia

[Australian government to improve how government records are managed](#)

With the goal of managing government records more efficiently, a new Whole- of-Government Digital Records Platform will be developed that will “use technologies such as cognitive computing, keyword extraction and auto-indexing to ensure that all information is automatically captured and categorised, indexed, managed and disposed of...”

See also: [Modernization of the management of government data](#)

[Digital transformation bill is enacted](#)

In a move away from paper-based processes, the New South Wales parliament has passed a digital transformation [bill](#) modernizing 53 acts and five regulations “to enable digital transactions between the government and citizens, businesses or other organisations where they are not currently permitted or unclear.”

[Pilot machine learning technology to assist in records management](#)

State Archives and Records New South Wales is pilot testing machine learning technology. The pilot tests will verify whether this technology can be used to automate records classification and to determine what documents can be disposed of.

Bahrain

[Government moves to cloud computing](#)

The process of moving to the cloud has begun as the government introduces its cloud computing policy.

See also: [Cloud computing for federal and local government agencies](#) (The Philippines)

France

[Public archives services decree issued](#) (French only)

The government of France has issued a decree pertaining to public archives services.

Germany

[Germany introduces its first Open Data law](#)

On July 13, 2017, the [Open Data law](#) came into effect allowing individuals to access government data.

New Zealand

[10 million dollars allocated towards protecting New Zealand's history](#)

The government has announced that it will spend 10 million dollars to safeguard the country's historical collections focusing on increasing storage capacity and resilience.

See also: [More open data to be released by government](#); [New Zealand now part of the International Open Data Charter](#)

Scotland

[New digital strategy released](#)

The government of Scotland announces its publication of [Realising Scotland's full potential in a digital world: A Digital Strategy for Scotland](#). The strategy includes introducing shared technology platforms as a core part of the process of public service reform as well as moving public sector data hosting to the cloud.

See also: ["Communications Plan: 2017-18"](#) (Scotland); ["Open Data Strategy: 2017-2022"](#) and ["Digitisation Scheme" funding for cultural heritage collections](#) (Ireland); ["Digital Strategy 2016-2020"](#) (Denmark)

Singapore

[Government moves ahead with digital public service](#)

With the [Smart Nation agenda](#) in place, and the Digital Government Office established, Singapore is moving ahead with making the public sector digital for the 21st century, including using emerging technologies.

See also: [“Singapore public officers to be equipped with visual analytics skills”](#)

United Arab Emirates

[Platform to store all government data](#)

A platform has been developed to store all of the government’s data with the objective of digitizing 100 percent of government services and eliminating paper transactions by 2021. This is part of a [five-year strategy 2017-2021](#).

See also: [Paperless by 2021](#); [Access to more than 600 government services](#)

United Kingdom

[National Archives to increase the number of staff dedicated to digitization](#)

As of 2017, 1 in 6 employees, or 100 employees, work in the digital area. In the next two years, this will increase to 150 employees, as part of the commitment outlined in the [Digital Strategy 2017-2019](#).

See also: [British Library’s new research data strategy](#)

United States

Federal Government

[NARA moves towards paperless records](#)

The National Archives and Records Administration (NARA) has announced that, by the end of 2022, it will no longer accept transfers of permanent or temporary records in analog formats and will only accept records in electronic format having appropriate metadata.

See also: [No longer accepting analog records](#); [NARA’s Draft Strategic Plan 2018-2022 \[PDF\]](#); [Draft strategic plan leaves paper behind; “Making the 2019 records management mandate...and beyond”](#); [NARA’s 2016 Federal Agency Records Management Annual Report](#)

[New website to highlight creative use of digital collections](#)

The Library of Congress has launched [Labs.loc.gov](#). This [collaborative website](#) will host a changing selection of experiments, projects, events and resources designed to encourage creative use of the Library’s digital collections.

Section 2—Events

Annual Meetings and Conferences

National

May 2018

[2018 Archives Association of Ontario Conference](#)

9–11 May 2018
Waterloo, Ontario, Canada

[ARMA Canada 2018 Conference](#)

28–30 May 2018
Vancouver, British Columbia, Canada

May/June 2018

[47e Congrès de l'Association des archivists du Québec](#) (French only)

30 May–1 June 2018
Drummondville, Quebec, Canada

June 2018

[2018 Association of Canadian Archivists Conference](#)

6–9 June 2018
Edmonton, Alberta, Canada

[2018 Access and Privacy Conference](#)

25–27 June 2018
Edmonton, Alberta, Canada

International

May 2018

[National Conference on Managing Electronic Records \(MER 2018\)](#)

7–9 May 2018 (Pre-Conference May 6)
Chicago, Illinois, United States

[Data Governance Conference Europe 2018](#)

14–17 May 2018
London, England

[IRMS Annual Conference 2018](#)

20–22 May 2018
Brighton, England

May/June 2018

[IASSIST 44th Annual Conference 2018](#)

29 May–1 June 2018
Montreal, Quebec, Canada

June 2018

[2018 Digital Library Federation Forum](#)

8–9 June 2018
Victoria, British Columbia, Canada

July/August 2018

[Asia-Pacific Library and Information Conference 2018](#)

30 July–2 August 2018
Queensland, Australia

August 2018

[2018 NAGARA Annual Conference](#)

12–18 August 2018
Washington, D.C., United States

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Dalhousie University—Forensic Recovery of Evidence Device \(FRED\)](#)

FRED is a special computer that Dalhousie University is using to archive information that must be transferred but not altered.

See also: [The Permafrost Digital Preservation project \(Ontario\)](#)

[Library and Archives Canada—Major revision to the government records disposition program webpages](#)

As disposition authorizations have changed significantly since 2014, Library and Archives Canada has completed a major revision to our government records disposition program webpages.

Australia

[National Archives—Preservation of important national memories project](#)

A significant part of Australia’s 20th-century history and cultural heritage will be preserved by 2025 as approximately 70 percent of the National Archives items will be digitized.

[National Library—Collection of electronic publications 18 months after changes to the Copyright Act](#)

Changes made to the Copyright Act has allowed the National Library of Australia to collect electronic publications under the legal deposit provisions of the Act. The National Library describes what has been happening since.

See also: [Increase in collection of electronic publications](#)

Europe

[HIMANIS \(Historical MANuscript Indexing for user-controlled Search\) project](#)

The [project](#) developed cost-effective solutions, and used new technology, for querying large sets of handwritten document images to enable access to cultural heritage documents.

See also: [Launch of Digital Manuscript Archive](#) (National Library of Israel)

France

[Le deuxième Projet scientifique culturel et éducatif](#) (French only)

The goal of the project is to strengthen the National Archives both as a scientific research institution based on its archival heritage and as a cultural mediation institution.

Italy

[Venice Time Machine project](#)

The [Venice](#) Time Machine will scan and digitize millions of documents such as maps, monographs, manuscripts and sheet music that will record 1,000 years of history, enabling researchers to reconstruct social networks. (Includes video)

See also: [“Venice Time Machine, un canal à remonter le temps”](#); [100-Year-Old Map of Rome](#); and [Mapping London, England’s History](#); and [New York Public Library NYC Space/Time Directory project](#)

Sweden

[National Archives—Open data and PSI project](#)

Promoting efforts of state authorities to create access to digital information and open data are the goals of this project.

United Kingdom

[British Library—Unlocking Our Sound Heritage project](#)

The British Library, along with 10 centres across the United Kingdom, has launched a [project](#) that will save almost half a million rare and unique recordings that are threatened by physical degradation or stored on formats that can no longer be played.

See also: [National Library of Wales contribution](#); [“Assessing Deterioration in Film and Photographs: How Can Science Help?”](#); [Saving Archived Sounds from Decay](#) (British Library)

United States

[Indiana University—Media Digitization and Preservation Initiative: Phase II](#)

In what Indiana University calls “one of the most ambitious programs of film digitization anywhere in the world” Phase II of this initiative, to be completed by 2020, will inventory, catalog, digitize, store and provide access to 12,500 hours of film.

[Southern Mutual Help Association—Digital transformation project](#)

The [Southern Mutual Help Association](#) describes how its digital transformation project turned thousands of documents chronicling a pivotal time in history into accessible content.

Global

[Interpares Trust—Blockchain Terminology project](#)

The project goals include exploring issues concerning digital records and data entrusted to the Internet.

See also: [Blockchain Government Platform](#)

Products and Tools from Around the World

Canada

[Bibliothèque et Archives nationales du Québec \(BAnQ\)—“Guide d’identification des documents essentiels”](#) (French only)

This [document](#) was published in May 2017.

See also: More on [“Gestion des documents essentiels”](#); [“Aide-mémoire concernant la gestion des documents et des archives des offices municipaux d’habitation dans le contexte d’un transfert de compétences”](#) (French only)

[Queen’s University—“Records Management and Privacy Office” Home Page](#)

Queen’s University has created a records management and privacy office home page that includes records retention schedules, classification, storage and disposal of records and enterprise document and records management systems.

See also: [“Taking records management to next level” \(Queen’s University\)](#) and [Movelt Transfer Tool—Digital Objects \(Simon Fraser University\)](#)

Australia

[GLAM Peak—“Digital Access to Collections”](#)

“Digital Access to Collections” is an online resource for small to medium galleries, libraries, archives and museums.

[Government of New South Wales—“Social Media Policy and Guidelines” Home Page](#)

The home page contains policies from various institutions across Australia.

France

[“La profession d’archiviste ou les métiers des archives”](#) (French only)

First published in 2008 by l’Association des archivistes français this current version (2016) features subjects such as classification and description.

New Zealand

[National Archives—“The Importance of Checksums”](#)

A checksum is a string of numbers and letters that act as a fingerprint for a file against which later comparisons can be made to detect errors in the data. They are important because organizations use them to check files for integrity.

Switzerland

[“Modèle conceptuel pour logiciels de gestion d’archives”](#) (French only)

This document creates a basis for the development of standards-based archiving software and begins by defining the concept of archive management software and sets a framework for the next steps.

United Kingdom

[Ephesoft Inc.—Ephesoft Insight 3.0](#)

This document analytics platform extracts meaningful and actionable information from unstructured data.

See also: [Large-scale data archiving solution \(Imperial War Museums\)](#)

[Information Commissioner’s Office—“Big data, artificial intelligence, machine learning and data protection”](#)

This updated guidance document examines the implications of big data, artificial intelligence and machine learning for data protection, explaining the Information Commissioner’s Office views.

United States

[FileTrail—FileTrail Enterprise Retention](#)

This records management software incorporates internal retention policies and outside counsel guidelines to apply the appropriate retention policies ensuring timely and automated disposition of documents.

Texas State Library and Archives Commission—Records Management Guidance

The Texas State Library and Archives has the following guidance documents: [“Quick Tips on Disposal of Electronic Records”](#); [“What needs to be addressed in an E-Records Management Policy”](#) and [“Selling Records Management to your Supervisor”](#); [“Are text messages records?”](#). See also: [Kentucky Department for Libraries and Archives “Information and Services for Government Records Management”](#); [Western Washington University updated retention schedules](#)

Global

[The International Foundation for Information Technology—Records Management: Understanding Legal Hold](#)

This guidance provides information organizations can use when a legal hold is triggered.

See also: Podcast: [“Data Retention and Preservation: The IT Budget Killer”](#)

Studies and Surveys

United States

[“Collection Development Policy Survey”](#)

Published by the Society of American Archivists, Best Practices Subcommittee of the Acquisitions & Appraisal Section, 2017.

In the winter of 2016, the Best Practices Subcommittee of the Acquisitions & Appraisal Section conducted a survey regarding collection development policies to better understand what barriers exist to creating and publicly sharing these policies, regardless of repository type.

The survey was sent to several electronic venues, including the section’s listserv and social media, the general Archives & Archivists listserv, and several of the major regional professional organizations, such as the New England Archivists, Mid-Atlantic Region Area Archivists, Midwest Archives Conference, Society of Southwest Archivists, Society of Georgia Archivists, and the Conference of Intermountain Archivists. Approximately 335 people completed the survey.

Global

Survey: [“Smart move: Emerging technologies make their mark on public service”](#)

Published by Accenture Consulting, 2017.

One of the most important functions of government is to improve the delivery of public services and meet the rising expectations of its citizens. Accenture Consulting conducted a survey of public service technology leaders in nine countries (Australia, Finland, France, Germany, Japan, Norway, Singapore, the United Kingdom, and the United States). The survey revealed that intelligent technologies are already playing a pivotal role in helping organizations achieve this function.

Intelligent technologies have the potential to play a transformative role in enabling public service organizations to meet their key challenges and this research highlights specific objectives related to intelligent technology adoption and suggests that meeting these challenges are within organizations’ capabilities.

However, this does not mean that all technologies apply everywhere. Organizations need to test, challenge and build business cases around the use of specific technology to address their requirements, which should enable them to effectively adopt intelligent technologies and to deliver improved public services and increase citizens’ satisfaction.

See also: [Implementation of intelligent technologies in public services](#) (Singapore)

Section 4—Selected Readings and Recordings

Articles, White Papers, Presentations, Reports, Videos and Podcasts

Canada

Video Interview: [“Our Ottawa: Library and Archives Canada’s Preservation Centre”](#) September 16, 2017.

Sylvain Bélanger, Director General of Digital Operations and Preservation, takes us behind the scenes at the Preservation Centre in Gatineau.

See also: Podcast: [“A Look inside the Preservation Centre”](#); [“Library and Archives opens vaults to public tours”](#); [“Canada 150: New paradigm for LAC-BAC”](#) (Librarian and Archivist of Canada Dr. Guy Berthiaume)

Video: [“Bibliothèque et Archives nationales du Québec \(BANQ\): Libraries, Archives and sharing knowledge”](#) August 13, 2017. (French only)

Frédéric Giuliano, Archivist-Coordinator, BANQ, speaks with Hélène Laverdure, Curator and Director General of the National Archives at BANQ.

See also: [“Vu de Montréal : gestion de l’information et législation, quand les lois dictent les façons de faire”](#) (French only)

Australia

Speech: [“Government Information as Public Information: Connecting people and government for just and correct outcomes”](#)

July 21, 2017.

This speech was given by David Fricker, Director General, National Archives of Australia.

See also: Speech: [“Government-Citizen Engagement in the Digital Age”](#) (April 28, 2017)

Article: [“Information management needs to evolve”](#)

Written by: Ray Shaw. Featured in *iWire*, April 21, 2017.

With workplace processes constantly evolving, Alyssa Blackburn, information strategy manager at [AvePoint](#) discusses how organizations should handle IM processes and the steps required to create optimal information management.

France

Video: [“Rôles des gestionnaires d’information dans le domaine des données ouvertes et de la reutilisation de l’information”](#) (French only)

L’École Nationale Supérieure des Sciences de l’Information et des Bibliothèques provides a forum to discuss the roles of information managers in the field of open data and reuse of information.

See also: [“Archivistes, emparez-vous de l’open data”](#) (French only)

Ireland

Article: [“Towards true digital government”](#)
Featured in *TechCentral.ie*, May 19, 2017.

Barry Lowry, Government Chief Information Officer, sees a new, more interactive way of providing services to the public, informed by easy-to-access consultation, as part of the government’s digital-first information and communications strategy.

United Kingdom

White Paper: [“The Active Preservation of Digital Information”](#)
Published by Preservica, 2017.

This white paper covers developments in the digital preservation and archiving field, drawing on the lessons of European Commission-funded research projects, such as [Planets](#), [KEEP](#) and [APARSEN](#). It also presents the lessons from national archive initiatives in the United Kingdom, the Netherlands, Switzerland and beyond, and shows how these are applicable to all industries.

Paper: [“Preserving Social Media: applying principles of digital preservation to social media Archiving”](#)
Written by Sara Day Thomson, Research Officer, Digital Preservation Coalition, 2017. [PDF]

This paper provides an overview of the challenges to preserving social media and how those challenges might be met by approaches developed by the digital preservation community.

United States

[“Electronic Records Task Force Phase 2 Final Report”](#)

Written by Lisa Calahan and Carol Kussmann, University of Minnesota. Electronic Records Task Force, August 23, 2017.

The Task Force worked to monitor established workflows for electronic record ingest and to develop new workflows, policies, procedures and mechanisms for processing and providing access to users. The final report documents the work of the Task Force during Phase 2 and provides recommendations for both short- and long-term sustainability, and is now publicly available.

Audio Interview: [“Delivering the cloud to government customers”](#)
Conducted by *Federal News Radio*, April 25, 2017.

Technology leaders and subject-matter experts discuss current trends in cloud implementations, security, customer requirements. In addition, insights and features of public, private and hybrid cloud implementations for government and best practices for successful migration to the cloud are discussed.

Books

Selected Readings

David Haynes, [*Metadata for Information Management and Retrieval: Understanding metadata and its use*](#) (Second Edition) (2018)

This book provides an introduction to metadata updating readers on new technology and standards, assesses the current theory and practice of metadata and examines key developments in terms of both policy and technology.

Various authors, [*The Facet Archival Studies Collection*](#) (2017)

This *Collection* contains *The Silence of the Archive; Engaging with Archives and Records: Histories and theories; Archives & Recordkeeping: Theory into practice; The Future of Archives and Recordkeeping: A reader; Community Archives: The shaping of memory; and Archives: Principles and practices, 2nd edition.*

Edited by Samuel Szoniecky and Nasreddine Bouhaï, [*Collective Intelligence and Digital Archives: Towards Knowledge Ecosystems*](#) (2017)

The digitization of archives produces a huge quantity of structured documents (Big Data). Due to the proactive approach of public institutions (libraries, archives, administrations...), this data is more and more accessible. This book presents and analyzes concrete examples of collective intelligence at the service of digital archives.

Edited by T. Traczyk, W. Ogryczak, P. Palka, and T. Śliwiński, [*Digital Preservation: Putting It to Work*](#) (2017)

Digital Preservation: Putting It to Work discusses key concepts and requirements for long-term digital preservation, and presents a pioneering framework for digital repositories that enables the long-term archiving and metadata management for large volumes of digital resources based on a system that has already been completely designed and launched.

Matteo Treleani, [*Qu'est-ce-Que Le Patrimoine Numérique? Une Sémiologie De La Circulation Des Archives*](#) (2017) (French only)

This book examines the production of digitized documents ranging from manuscripts, to online content, and video games.